

30 November 1973

MEMORANDUM FOR: Deputy Director for Management and Services  
SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. Information Science Training

1. Functions Course

The four-week course in Information Science for Intelligence was completed Wednesday, 21 November. Twenty-six students completed the course; only eight from the Agency.

This was the first course in which we used the newly installed, classified terminals -- and with no mechanical failures, and thus no need to call on the DIS for any backstopping.

2. Information Science and Cryptology

At the invitation of the Air Force Security Service, [ ] faculty member, will develop and produce a color video tape presentation on Information Science and Cryptology. [ ] has begun work on the narration; the National Cryptologic School will produce the tape. It will be classified and will run approximately an hour.

The tape is intended for use also by other Community members.

B. Midcareer Course

Phase II ended on a high note with an all-day visit to the Office of Technical Service on Wednesday, 21 November. OTS changed the format this time: following the excellent overview by C/OTS, John MacMahon, OTS hardware was brought into the Conference Room and discussed rather than having the class visit each OTS area for separate briefings.

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The first two days of Phase III, beginning this past Monday, on the Intelligence Community and World Affairs were highlighted by fine presentations on the IC Staff by General Daniel Graham, and by General Howard Smith, DD for Intelligence, DIA, on his Agency. Mr. Davis Mark, DD/INR, gave a frank discussion on Dr. Kissinger's impact on the State Department and the uncertain status of INR.

C. Russian House: A Total Immersion Program

Staff members of the Language Learning Center (LLC) have not completed their evaluation of the total immersion program in Russian (23 October-16 November), but interviews with participants, test results, and post-course discussion with SB Division indicate that it was a solid success. In less than four weeks, the students received about 300 hours of training, the equivalent of nine weeks of full-time training at the LLC. All students moved up at least a half-level of proficiency in speaking, understanding, or in reading; all gained significantly in confidence, and agreed that it was a month well spent. SB was particularly happy because of the opportunity it provided their young officers to use Russian in operational exercises.

D. CT on Interim Assignment in OGC

We have arranged an interim assignment in the Office of General Counsel for a CT from the July 1973 class. (It is the first such placement the Staff of the CTP can recall.) [redacted], the CT, is a lawyer and will be assisting the Associate General Counsel, [redacted], with a variety of legal matters, including research and preparation of briefs for cases under litigation.

E. CSC's EEO Course

After some strong urging, we were able to persuade the Coordinator for the pilot running of the Civil Service Commission's course on Investigation of Complaints of Discrimination to accept at least one of six applicants for the one-week program which begins on Monday, 4 December. All had been rejected on the basis of an early oversubscription. [redacted] was named by [redacted], CIA's EEO Officer, to attend.

In the meantime, at [redacted] request, we are investigating a training module on Investigation of Complaints,

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which is to be available, in January, at a nominal cost, (actual figure not as yet determined by CSC) with respect to the possibility of its being used in conjunction with some of OTR's program.

F. ISG's Acknowledgement of OTR's Support

In late September, the Information Services Group, DDO, began a series of briefings to acquaint personnel in the DDO with the new Special Trace and Retrieval System (STAR). An integral part of the program was a half-hour audio-visual presentation on STAR.

We have received a memorandum of appreciation from [redacted] AC/ISG, acknowledging OTR's audio-visual support to the endeavor. Cited in the memo for this assistance are [redacted] of the Development and Technical Services Group. There is also a thanks for guiding ISG to Mr. [redacted] who did the script and provided considerable advice on the production details.

II. Upcoming Developments

A. Information Science Training

1. Special Presentation

In response to a request from the Defense Intelligence School, the staff has agreed to give a two and a half-day block of instruction in the course on Information Science for the Civilian Intelligence Analyst. The instruction is scheduled for early April 74.

2. Systems Survey Course

Preparations are continuing for the Systems Survey Course (three weeks) now scheduled to begin on 14 January -- the energy crisis permitting the gasoline for the Community's commuting students and the power for the terminals. (The course would very likely be cancelled if such conditions exist since its content is Community-oriented, which would thus preclude a substituted, all-Agency student body.)

B. Career Trainees: Class of January 1974

It appears that the new class will have approximately 30 members, with 15-20 coming from outside the Agency. There is a good mix of talent for all of the directorates. Again

there are excellent language qualifications, among them proficiencies in Japanese, Chinese, and Hungarian.

(Of note: Members of the July 1973 class are scheduled to meet with Mr. Colby during the week of 17 December.)

C. QER Weekly Publication

Plans are under way in the Production Staff in the Office of Economic Research for a new weekly publication. Members of the Staff have already consulted [redacted] who teaches OTR's intelligence writing courses, for guidance on how analysts can be sensitized to the prevailing ideas of the policy makers and how they can be made aware of what readers want to find in such a publication. It is too early to detail the plans, but at the outset it appears that the weekly will be an excellent, comprehensive issuance for all concerned with current economic intelligence. More meetings are planned, with OTR continuing to be involved in the planning.

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